

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 152
SEPTEMBER 17, 2014 – WORK SESSIONS**

**Public Works
Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, September 17, 2014, at 9:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member

Staff Present: Bill Oakes, Director, Bryant Mercil, Jan vanMuyden, Matthew Nienhuis

Others Present: Elaine Marlow, Budget Director

Record @ 00:05

Public Works

Subject/Description: 6 Year Cash Flow Estimates

Attachment: Cash Flow Estimates: Summary by Year

Information: Bill Oakes reviewed the Road Fund Cash Flow 2015-2020.

Subject/Description: Dutton House Remodel

Attachment: Preliminary Budget Estimate

Information: Cost estimate for Dutton House Remodel; \$40,000.00.

Follow up: The Board directed Public Works staff to review the remodel with Larry Van Horn, Facilities Director.

Subject/Description: ER & R Program Briefing

Attachment: none

Information: Matt Nienhuis briefed the Board on the proposed purchasing level for the ER & R Program.

Parks

Subject/Description: Driftwood Beach Park – proposed Demolition of Concrete Building

Attachment: Memorandum dated 9/3/14 from Jan vanMuyden to BICC

Action Requested: Approval of demolition of the concrete building at Driftwood Beach Park previously used for storage by the Sheriff's office. Demolition and removal will decrease the county's liability, improve the scenic landscape and restore the beach to its natural state.

Follow Up: Okay with full Board.

Subject/Description: Island County & WCLT Implementation & Cooperative Agreement – Glendale Beach Access Project

Attachment: Memorandum dated 9/4/14 from Jan vanMuyden to BICC

Action Requested: Approval of Implementation and Cooperative Agreement between Island County and the Whidbey Camano Land Trust for the Glendale Beach Access Project.

Follow Up: Okay with full Board.

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 153
SEPTEMBER 17, 2014 – WORK SESSIONS**

Juvenile & Family Court Services

Summary Minutes

Work Session was held between the County Commissioners and the Juvenile Department on Wednesday, September 17, 2014, at 9:55 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

[illegible]

Staff Present: Brooke Powell, Court Administrator, Debra Van Pelt, Clerk

Others Present: Elaine Marlow, Budget Director

Record @ 51:40

Subject/Description: Interagency Agreement

Attachment: Agreement

Action Requested: Approval of Interagency Agreement between the State of Washington Administrative Office of the Courts and Island County Juvenile Court for Support of CASA Programs; Agreement # IAA15053; Period: July 1, 2014-June 30, 2015; Amount: not to exceed \$55,557.00.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: Interagency Agreement

Attachment: Agreement

Action Requested: Approval of Interagency Agreement between the State of Washington Administrative Office of the Courts and Island County Juvenile Court for BECCA Programs and Services; Agreement #IAA 15020; Period: July 1, 2014-June 30, 2015; Amount: not to exceed \$135,329.00

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: SCCMS Document Management System Option Selection (Odyssey)

Attachment: Agreement

Action Requested: Approval to move forward with Contract with WA Administrative Office of the Courts (AOC) for a Document Management System (DMS) for Superior Court Cases. Superior Court Case Management System (SC-CMS) - Document Management System Option Selection (Odyssey). AOC hosting with Central and Local Storage Using Odyssey DMS.

Follow up: Okay with full Board to move forward to Monday's consent agenda.

WSU / Extension Services Summary Minutes

Work Session was held between the County Commissioners and WSU/Extension on Wednesday, September 17, 2014, at 10:20 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
Helen Price Johnson, Member

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Aubrey Vaughan, Member

Staff Present: Tim Lawrence, Director

Others Present: Elaine Marlow, Budget Director

Record @ 01:20:00

Subject/Description: MOU between WSU and IC Noxious Weed Control Board (cont. from 8/13/14)

Attachment: yes

Information: Moving forward with Memorandum of Understanding between WSU and Island County Noxious Weed Control Board to provide collaboration and support to the Island County Noxious Weed Program.

**Monthly Financial Reports
From Auditor & Treasurer
Summary Minutes**

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, 2014, at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Aubrey Vaughan, Member

Present: LaRae Brown, Tony Lam

Others Present: Elaine Marlow, Budget Director

Record @ 01:26:15

Subject: Monthly Financial Report

Attachment: [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Department of Natural Resources
Summary Minutes**

Work Session was held between the County Commissioners and the Department of Natural Resources on September 17, 2014 at 10:45 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair **Staff:** Pam Dill
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff Present: Keith Higman, Director, Jill Wood

Others Present: Elaine Marlow, Budget Director

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Record @ 01:39:05

Subject/Description: WICD and Island County Department of Natural Resources – Ebey's Prairie Surface Water Monitoring Activities

Attachment: Amendment

Action Requested: Approval of Amendment #1 extending the period of performance through February 28, 2015; Contract #DNR-01-2013; Amount: \$3,601.55

Follow up: Okay with full Board to move forward to a Monday agenda.

**Health Department
Summary Minutes**

Work Session was held between the County Commissioners and the Health Department on Wednesday, September 17, 2014, at 10:50 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair
Helen Price Johnson, Member
Aubrey Vaughan, Member

Staff: Pam Dill

Staff Present: Keith Higman, Director

Others Present: Elaine Marlow, Budget Director

Add-On

Subject/Description: NACo Prescription Discount Card Program (cont. from 8/13/14 Commissioner's Work Session)

Attachment: yes

Information: The National Association of Counties through a partnership with CVS Caremark provides a free prescription discount card exclusively for NACo member counties to offer to their residents. The card will give discounts on prescriptions for residents who are uninsured, underinsured, seniors and pet owners in the county. The Board approved submitting the application at their 8/13/14 work session. NACo informed Keith that the application is missing the Board's signature.

A marketing reimbursement fee option is now available to participating member counties. Counties that choose the marketing reimbursement fee option would receive \$1.00 per prescription when the care is used to receive a discount.

Follow up: Keith will bring the discussion back to a work session in October.

**Planning & Community Development
Summary Minutes**

Work Session was held between the County Commissioners and the Planning Department on Wednesday, September 17, 2014 at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair

Staff: Pam Dill

Helen Price Johnson, Member

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Aubrey Vaughan, Member

Staff Present: David Wechner, Director, Paula Bradshaw, Brad Johnson, Amanda Almgren

Others Present: Elaine Marlow, Budget Director, Keith Higman

Record @ 01:58:17

Subject/Description: Planning update

Attachment: yes

Information: David Wechner provided an update on development review/code enforcement, long range planning, building and strategic planning/office management.

Subject/Description: Buildable Lands Analysis methodology

Attachment: Power Point

Information: Planning staff provided an overview of the methodology that went into the analysis, the assumptions on which the analysis was based and the next steps in the update process.

Subject/Description: Amendments to the fee schedule

Attachment: Planning and Community Development Permit Fee Amendments for 2014 Fiscal Year

Discussion: David Wechner reviewed the proposed amendments to the permit fee schedule.

Follow up: Continue discussion to a future work session.

Subject/Description: Proposed resolution to return authority for Chapter 11.01 and 11.02 to the Public Works Director

Attachment: Resolution

Action Requested: Approval of resolution restoring responsibility for portions of Title 11, to the Public Works Director and County Engineer.

Follow up: Okay with full Board to move resolution forward to a Monday agenda.

**Budget Director/GSA
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, September 17, 2014, at 12:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

County Commissioners: Jill Johnson, Chair

Staff: Pam Dill

**Helen Price Johnson, Member
Aubrey Vaughan, Member**

Staff Present: Elaine Marlow, Budget Director, Don Mason

Record @ 03:23:57

Add-on

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 157
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Subject/Description: Summary of Fair Grounds Electrical Corrections

Attachment: Memo dated 9/17/14 from Larry Van Horn, to BOCC

Action Requested: Approval of PO # 7847; Jerry Beck & Company, Inc.; Electrical Repair & Upgrades; \$29,338.37

Follow up: Okay with full Board to move forward to Monday's consent agenda.

Subject/Description: Request to modify conservation easement – Borden property

Attachments: Memo dated 9/15/14 from Don Mason to Elaine Marlow

Action Requested: Approval of an amendment to the Conservation Easement to correct an administrative error in the definition of the building envelope that prevents any building inside that allowed building envelope. WCLT will draft the amendment, secure signing of all parties and record the signed amendment.

Follow up: Okay with full Board to move forward to a Monday agenda.

Subject/Description: 2014 CFF Application Cycle

Attachments: Memo dated 9/15/14 from Don Mason, to Elaine Marlow

Discussion: Don Mason reviewed the 3 applications:

- Monroe Landing Conservation Easement Acquisition - \$700,000 – WCLT
- Iverson Preserve M & O Funding - \$59,507 – ICNWCB
- Trillium Community Forest M & O Funding - \$21,000 – Island County Parks

Follow-up: Continue discussion at a future work session.

Subject/Description: Proposed amendment to lease agreement with Island County Fair Association

Attachments: draft Island County Fairground Lease Amendment No. 1

Discussion: The Board modified the draft lease amendment to put a cap of \$20,000.00 on the reimbursement amount and to require documentation on how the money was spent.

Follow up: Elaine will bring the modified lease amendment back to a future work session.

Commissioners Agenda
Summary Minutes

The County Commissioners met during Work Session on Wednesday, September 17, 2014 at 1:20 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

County Commissioners: **Jill Johnson, Chair** **Staff: Pam Dill**
 Helen Price Johnson, Member
 Aubrey Vaughan, Member

Others Present: Elaine Marlow, Budget Director, Greg Banks, Prosecuting Attorney, Debra VanPelt, County Clerk, Mary Engle, Assessor

Record @ 4:08:40

Subject/Description: Elected Officials Salaries (cont. from 6/18/14)

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 158
SEPTEMBER 17, 2014 – WORK SESSIONS**

Attachments: Memo dated 8/28/14 from Elaine Marlow to BOCC

Discussion: Elaine noted that at a previous work session the Board had requested additional information on the Skamania County model which uses a percentage of the Superior Court Judges salary set by the Washington Citizens Commission on Salaries for Elected Officials. Currently salaries for Island County Elected Officials are established by ICC Chapter 2.02.

The Board directed staff to develop estimates for an increase based upon wage increase for county employees in 2013 (2%) and 2014 (2%). Using 4% as the percentage of increase, the annual increase for 2015 is estimated to be approximately \$23,000.00.

Any changes to Elected Officials salaries must be made before the election on November 3, 2014.

Follow up: The Board was in favor of the Skamania County model and noted that the percentage amount would be a discussion item during their budget workshops.

Executive Session Announced

Commissioner Johnson announced the Board would recess and meet in Executive Session at 1:45 p.m. in the Human Resources Conference Room, County Administration Building, as allowed under RCW 42.30.110(1)(g) to review the performance of a public employee. The Executive Session is expected to last approximately ½ hour and no announcement in open public session is expected.

At 2:15 the Executive Session was adjourned until Monday, September 22, 2014 at 10:00 a.m., in the Board's Conference Room, County Administration Building.

At 10:00 a.m. on Monday, September 22, 2014 the Board met in Executive Session, in the Board's Conference Room, County Administration Building, as allowed under RCW 42.30.110(1)(g) to review the performance of a public employee. The Executive Session is expected to last approximately 1 hour and no announcement in open public session is expected.

At 10:45 a.m. the Board adjourned from the Executive Session with no announcement in open public session.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON

Jill Johnson, Chair

Helen Price Johnson, Member

Aubrey Vaughan, Member

ATTEST:

Debbie Thompson, Clerk of the Board